



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement 15-02

POSITION TITLE:	Financial Supervisor	NUMBER OF POSITIONS:	One (1)
DUTY STATION:	Cleveland, Ohio	GRADE/SALARY RANGE:	CL 28 to CL 29 (\$58,360 - \$112,835)
POSITION TYPE:	Full-time permanent	AREA OF CONSIDERATION:	All qualified applicants
OPENING DATE:	January 12, 2015	CLOSING DATE:	Open until filled; applications preferred by February 9, 2015.

The U.S. District Court for the Northern District of Ohio, Clerk's Office, has an immediate opening for a Financial Supervisor in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

POSITION OVERVIEW

This position is located in the Office of the Clerk. The Financial Supervisor supervises a financial staff and performs work related to the financial functions of the court, ensuring accuracy and completeness of data, and quality of service. The incumbent serves as a first-line supervisor over one or more financial functions such as finance, accounting, and/or procurement and ensures compliance with the appropriate guidelines, policies, regulations, and internal controls. Promotion potential to CL 29 without further competition.

REPRESENTATIVE DUTIES

- Supervise employees involved in financial activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee the day-to-day finance, accounting and procurement functions of the court. Oversee the maintenance and analysis of accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court. Ensure completion of accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations. Review the classification of accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts. Perform bank and Treasury reconciliations. Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and other court officials as necessary. Assist in representing the court in both oral and written responses to financial questions.
- Assist in the development and maintenance of a system to provide for the appropriate accounting of the court's deposit, registry, and unclaimed funds. Ensure that all orders of the court involving the various funds are carried out promptly and accurately, and perform the requisite accounting for same.
- Assist in the development and oversight of a system of internal controls to ensure proper segregation of

accounting functions and to assist in the prevention of errors and detection of fraud. Maintain control over the ordering, distribution and accountability of official forms, reports, receipts, and checks, as well as other non-monetary items placed with the court, such as bonds, titles, and deeds. Maintain files on all matters pertaining to the financial activity of the court.

- Assist in the review of all vouchers related to various expenses submitted by the court, district staff units, other judiciary units, and panel attorneys for propriety of payment and proper classifications of the funds disbursed. Work with financial staff to ensure the proper preparation of paperwork for disbursement of monies by the clerk and other assistant disbursing officers to pay various bills.
- Assist with notifying the U.S. Attorney's Office and Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Make recommendations for improvements of the overall effectiveness of financial operations and management in the court, including the implementation of new improved methods, systems, and procedures. Assist in the initiation and maintenance of a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Ensure compliance with national and local policies, procedures and guidelines. Demonstrate sound ethics and good judgement at all times.
- Travel within or outside the district as required to attend meetings, conferences or training.

QUALIFICATIONS

- Bachelor's degree in accounting or finance.
- Two (2) years of professional accounting experience is required. Applicants must also have specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: 1) skill in developing the interpersonal work relationships needed to lead a team of employees; 2) the ability to exercise mature judgment; 3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary.
- Demonstrate skill in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Proficiency with automated financial systems and computer application such as MS Excel, MS Access and Lotus Notes.
- Working knowledge of audit policies, procedures, and standards and knowledge of audit principles.
- Understanding of process redesign and ability to evaluate and implement potential process improvements.
- Ability to manage multiple projects on a timely basis through project planning initiatives
- Ability to communicate financial information both in writing and orally.
- Excellent organizational and interpersonal skills.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Government accounting experience

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

HOW TO APPLY

Please submit the following documents to the address below: cover letter, resume, two professional references, and a completed form AO78 (Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to apply@ohnd.uscourts.gov. E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court
Carl B. Stokes U.S. Court House
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Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.